



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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**ATTORNEY III or ATTORNEY**  
**\$7,682 – \$9,478 (Attorney III) or \$4,674 - \$7,828 (Attorney)**  
**CONSUMER SERVICES & MARKET CONDUCT BRANCH**  
**CONSUMER LAW UNIT**  
**LOS ANGELES**

**RESPONSIBILITIES:**

**Attorney III:** Under the general direction of the Deputy Commissioner, Consumer Services & Market Conduct Branch (CSMCB), the Attorney III exercises broad discretion, and independently or as a lead over other attorneys, handles the more complex and difficult cases of the unit's task pertaining to enforcing insurer compliance with the Insurance Code. Independently, the Attorney III conducts negotiations, drafts regulations, drafts legislation, holds investigatory hearings, confers and corresponds with other departmental personnel and members of the general public, issues legal opinions; advises CSMCB personnel on legal issues. The incumbent provides legal services to the various divisions and bureaus in reviewing files and complaints related to health insurance, automobile insurance and other lines of insurance submitted by the Market Conduct Division, the Consumer Services Division, and other units of the CSMCB.

**Attorney:** *For recruitment purposes this position may be downgraded to the entry level Attorney classification.* Under the direction of the Deputy Commissioner, Consumer Services & Market Conduct Branch (CSMCB), the Attorney handles the more routine tasks pertaining to enforcing insurer compliance with the Insurance Code. The Attorney conducts negotiations, drafts regulations, drafts legislation, holds investigatory hearings, confers and corresponds with other departmental personnel and members of the public, issues legal opinions; advises CSMCB personnel on legal issues; and assists the Attorney III on the more complex cases or special assignments/projects for the Consumer Law Unit.

**DESIRABLE QUALIFICATIONS:**

- Background and relevant experience in health, automobile, property, life, and/or disability insurance laws and issues in this state.
- Familiarity with the Insurance Code and related statutes and regulations.
- Familiarity with the California Administrative Procedure Act and experience in conducting administrative hearings.
- Litigation experience and/or corporate transactional experience.
- Strong analytical and interpersonal skills.
- Excellent written and verbal communication skills; comfort and familiarity with personal computers and popular office software packages and extensive knowledge of legal research methods.
- Ability to meet multiple deadlines and perform under pressure.
- Knowledge of legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence.
- Ability to perform research; analyze, appraise and apply legal principles, facts, and precedents to legal problems; present statements of fact, law, and argument clearly and logically; draft statutes; prepare correspondence involving the explanation of legal matters; and analyze situations accurately and adopt an effective course of action.

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the **Attorney III and Attorney** level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.**

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**DO NOT SUBMIT APPLICATIONS TO THE CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. ***Please indicate on a separate application “Attorney III, #413 368 5795 001” or “Attorney, 413 368 5778 XXX” on the State application.*** For additional information, please call (916) 492-3423.

**FINAL FILING DATE: JUNE 28, 2013 - CLOSE OF BUSINESS - 5:00 p.m.**

**NOTE:** Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

If you are applying for more than one position, a separate State Application (STD 678) is required for each position for which you would like to be considered.

**NOTE:** Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

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